



UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES POLICY AND PROCEDURES		
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FUNDING FOR PSYCHOLOGICAL ASSESSMENTS		
<p>RATIONALE: The intent of this policy is to establish guidelines for how to request and pay for psychological testing.</p> <p>Authorizing Code: 26B-6-403 Rule: NA Forms: Assessment Payment Form; DSPD Contracted Psychological Request Form</p>		
Original Effective: NA	Revision: 3/6/2026	Next Review Due: 3/1/2031

I. DESCRIPTION

This policy establishes guidelines for division staff to follow when requesting and paying for psychological testing for a Person or an applicant seeking division services.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. Applicant: means an individual applying for services, or their guardian if applicable.
- B. Caseworker: in this policy, means division staff who provides assistance with intake, eligibility, waiting list updates, and waiting list services; and is certified by the division to make eligibility determinations.
- C. Division: means the Division of Services for People with Disabilities, as defined in Section 26B-6-401.
- D. Intake program administrator (IPA): means division staff who supervises caseworkers on the intake and waiting list team.
- E. Person: means an eligible individual receiving a division service, or who is on the waiting list.
- F. Support coordinator: means an employee of the division (division support coordinator) or an individual contracted with the division who assists with:
 - 1. assessing the need of a Person receiving division funding;
 - 2. completing written documentation of support;
 - 3. developing a service and support plan for a Person receiving division funding;
 - 4. monitoring the appropriate spending of a Person’s annual budget;

5. monitoring the health and welfare of the Person; and
6. monitoring the quality of each service used by a Person receiving division funding.

III. **POLICY**

- A. A Person or applicant may need full scale IQ testing, adaptive testing, and autism testing, if applicable, in order to make an eligibility determination for division services. This applies to the Community Supports Waiver, Community Transitions Waiver, Limited Supports Waiver, a Person on the waiting list, or an applicant seeking eligibility.
- B. If a psychologist determines that a Person, or an applicant, is not testable due to their specific limitations, then the caseworker shall secure documentation to indicate why the psychologist is unable to perform psychological testing.
- C. Psychological evaluations that are needed as part of an eligibility determination shall be paid for under the DHHS procurement #91073 "Clinical Evaluations, Treatment, Wrap Services, and Forensic Evaluations" through the division's authorized psychological providers.
- D. A Person or applicant may receive a division funded psychological evaluation if:
 1. the Person is turning 7 years of age;
 2. the Person is turning 18 years of age; or
 3. the waiver manager or their designee questions whether past testing still accurately reflects the Person's functioning levels.
- E. The waiver manager or their designee shall review the Person's psychological evaluation annually to determine if it is current, and if they have a qualifying diagnosis.
- F. Psychological assessments shall be paid for via an Assessment Payment Form.

IV. **PROCEDURE**

- A. Caseworkers shall use the following procedure to order and pay for a psychological assessment or consultation.
 1. Division support coordinators and caseworkers who request a psychological assessment shall get prior approval from the IPA.
 2. Once approved, a division support coordinator or caseworker shall send the provider the DSPD Contracted Psychological Request Form.
 3. The IPA shall ensure there is a current contract in place for the provider.
 4. The IPA shall approve all expenses and submit the Assessment Payment Form.